

COMMERCE ANALYST 1

KIND OF WORK

Entry level professional analysis of regulatory, civil, criminal matters that relate to industries under the jurisdiction of the Department of Commerce.

NATURE AND PURPOSE

Under immediate supervision or guidance identify, review, research and summarize regulatory, civil, and criminal matters that relate to industries under the jurisdiction of the Department of Commerce. Work involves applying rules and statutes, investigating and/or evaluating applications and policies, examining financial statements, gathering data or evidence, and identifying legal compliance.

DISTINGUISHING CHARACTERISTICS

This class differs from the Commerce Analyst 2 class in that it acts less independently when making decisions about analytical results. While this class may participate in a variety of work activities, it is assigned more routine and less complex work, and supports the efforts of higher level Commerce Analyst, Investigators and Special Agents.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Research and respond verbally or in writing to less complex, routine inquiries of statutes, licensing status, compliance requirements from consumers, companies, trade associations, etc.

Research and respond verbally or in writing to less complex, routine consumer complaints, and inquiries from consumers, companies, trade associations, etc.

Complete routine and less complex investigations for review.

Basic review of insurance policy forms, licensed business practices, and/or rate filings of companies to ensure conformity with statutory requirements or regulations. Review may include evaluating applications and evaluating financial statements. Case review and form filings are standardized and analysis is straight forward.

Gather and evaluate data, identify and summarize issues, and draft documents (i.e. memos, agreements, orders, and reports) for review.

Reviewing licensing business practices to conform to statutory requirements.

Assist with intake interviews and investigations.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Minnesota Statutes and the legislative process

Commerce regulated industry

Regulated industry concepts, terminology, and industry operations

Skill In:

Analyzing form and binder filings

Reading comprehension

Organization

Computer systems/applications

Customer service

Communicating with a diverse audience to convey information/interpretation of rules, statutes, and compliance initiatives.

Ability to:

Interpret insurance filings, statutes, rules, court decisions.

Work independently and collaboratively

Manage caseload and other work responsibilities

Deliver a difficult message

Identify potential issues and determine possible violations and potential courses of action

Est.: 10/84

Rev.: 2/17

T.C.:

Former Title(s):